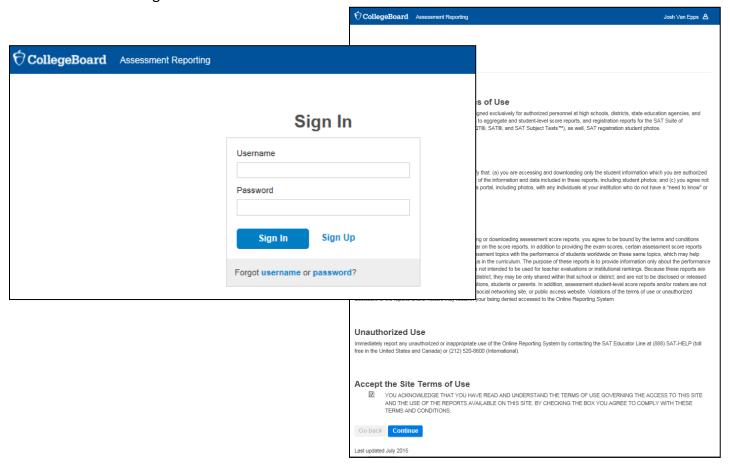# How to Generate a Student Roster List in the New Reporting Portal

NOTE: Users will need to have **K12 Assessment Reporting Detail access** in order to generate this roster. If you do not have this access level, talk to your Access Manager.

Step 1: Log into the new Reporting Portal (http://k12reports.collegeboard.org/login). First time users need to agree to terms and conditions.

Need more help? Contact the Middle States Regional Office at (866) 392-3019 or reach out to your College Board contact.
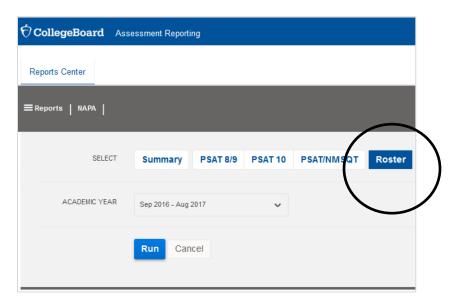
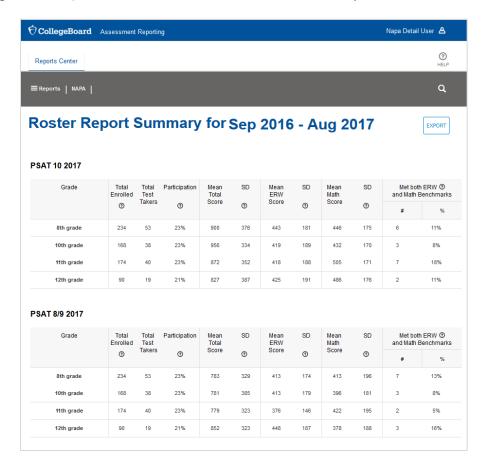Other Resources:

Assessment Reporting Help Site:

https://collegereadiness.collegeboard.org/educators/k-12/reporting-portal-help

Electronic Score Data Layouts and Overview (also available in the Assessment Reporting Portal):

https://collegereadiness.collegeboard.org/sat/k12-educators/electronic-score-data

NOTE: All data is fictitious

Step 2: In the **Reports Center**, select the blue **Roster button**, and choose the academic year (2015-16), and select run.

Step 3: View score roster summaries with high level details for state, district, and school (depending on access). User can drill down from here to detail reports.

Roster Report Summary for Sep 2016 - Aug 2017

EXPORT

PSAT 10 2017

Grade	Total Enrolled	Total Test Takers	Participation	Mean Total Score	SD	Mean ERW Score	SD	Mean Math Score	SD	Met both ERW and Math Benchmarks	
										#	%
8th grade	234	53	23%	900	376	443	181	446	175	6	11%
10th grade	168	38	23%	956	334	419	189	432	170	3	8%
11th grade	174	40	23%	872	352	418	188	505	171	7	18%
12th grade	90	19	21%	827	387	425	191	486	176	2	11%

PSAT 8/9 2017

Grade	Total Enrolled	Total Test Takers	Participation	Mean Total Score	SD	Mean ERW Score	SD	Mean Math Score	SD	Met both ERW and Math Benchmarks	
										#	%
8th grade	234	53	23%	783	329	413	174	413	196	7	13%
10th grade	168	38	23%	781	385	413	179	396	181	3	8%
11th grade	174	40	23%	779	323	376	146	422	195	2	5%
12th grade	90	19	21%	852	323	448	187	378	188	3	16%

NOTE: All data is fictitious

Step 4: Drill down to the student level Roster Report Details, where there are several data points that you can hide or show. From here, you can export to excel or other formats.

Note: You must be in the school level view to access the roster.

Export to Excel or other formats.

CollegeBoard Assessment Reporting

Napa High School Detail User

Reports Center

HELP

☰ Reports | Napa High School |

< Back to Summary

75 Test Takers

PSAT 10 2017 Roster Report Details

This School's AP Potential Tool Access Code: 677759

Access code Students use to connect PSAT scores to their College Board Account.

▼ Roster Report Filters

P Potential Tool   EXPORT

Student Name/Student ID 🔍   Create PDF from Selected

⚙ Customize This Table

☐ All	Student Name	Student ID	Grade	Access Code	Total Score ⑦	ERW ⑦	Math ⑦	Met ERW Benchmark ⑦	Met Math Benchmark ⑦
		⇅	⇅	⇅	⇅	⇅	⇅	⇅	⇅
☐	**Awrrshnr, Ocirifr W.**	411351642012	11th grade	999999	1069	670	526	Y	Y
☐	**Bdeegp, Mnyezyy 8.**	406024892012	8th grade	1000000	358	423	629	N	Y
☐	**Bliyi, Fmcqz C.**	465741912012	11th grade	1000000	1299	197	737	N	Y
☐	**Bofbypa, Irynozbqd.**	460020152012	12th grade	1000000	1189	251	754	N	Y
☐	**Bouny, Pcvddt G.**	387742322012	11th grade	999999	1321	294	446	N	N
☐	**Bqacvs, Cknicsr.**	406024762012	10th grade	1000000	686	394	308	N	N
☐	**Bwac, Axlyx B.**	350128772012	12th grade	999999	325	573	425	Y	N

Customize the information shown in the report.

⚙ Customize This Table

Check All   Clear All   Restore to default   Cancel   Apply

Basic Student Info
☐ Sex
☐ Race / Ethnicity
☐ Date of Birth
☑ Grade

Registration Info
☐ Test Date
☑ Access Code
Test Center
☐ Test Center Name
☐ Test Center City

Scores
☑ Total & Section Scores
☐ Test & Cross-test Scores
☐ Subscores
☑ Benchmarks
☐ Percentiles details
☐ National Merit Details
☐ AP Potential

How students can access their online PSAT/NMSQT or PSAT 8/9 Scores:

1. If students already have a College Board account, and all the information matched what they filled in on their PSAT/NMSQT or PSAT 8/9 answer sheet, their scores will automatically link to their profile and they will get an e-mail when the scores are ready.

2. If students don't have a College Board account but filled in their e-mail address on the PSAT/NMSQT or PSAT 8/9 answer sheet they will get an e-mail saying their scores are ready and it will walk them through setting up an account.

3. If they did neither of the above, students will need to [create a College Board account](#) and then use the provided access code from the Online Educator Portal OR from the Paper Score report when that is available (late January), and use the access code to connect their account to their scores. Once they have signed up in the portal, they should go to My Score Reports, and click the blue "Add Score(s)" button. Students will then be asked to verify their information (high school and home address), and then be taken to the Get Your Scores Matching Tool, where they will put in their PSAT/NMSQT or PSAT 8/9 Access code.